**Career Success Course** (content, activities, and knowledge checks) - DRAFT

Career services front and center – central to mission – part of value proposition

Syllabus:

1. **Introduction to the Career Center** (20 minutes)
	1. Welcome message video
	2. Tour of the Career Center
	3. Setting up preferences and alerts
	4. Services available from Career Coaches – roles and responsibilities
	5. Activity: Take the Career Planning Self-Assessment
	6. Knowledge Check
2. **Career Planning** (20 minutes content, 20 minutes activity)
	1. Overview of the job search process
	2. Importance of starting early
	3. Career Pathways – realities of entry-level work and future potential
	4. The Certification Advantage
	5. Using Job Trend data for career exploration and planning
	6. Activity: Report on job trend data for their program and geographic area
	7. Knowledge Check
3. **Job Search Strategies** (20 minutes content + 20 minutes activity)
	1. The importance of Networking
	2. Using the MedCerts job board and featured job postings
	3. Gaining experience: clinical requirements, externships, and job shadowing
	4. Connecting with employers
	5. Activity: Identify 3 potential employment opportunities in your area
	6. Knowledge Check
4. **Application Preparation** (variable, depending on skill and previous preparation; 2-4 hours?)
	1. Resume preparation
		1. Activity: View selected videos in Big Interview
		2. Activity: Write resume, receive feedback from Coach
		3. Submit for final approval if opting-into the Resume Book
	2. Cover letter preparation
		1. Activity: Write cover letter and receive feedback
	3. Interview Preparation
		1. Activity: View selected videos in Big Interview
		2. Activity: Respond to commonly asked interview questions in Big Interview and submit for feedback
	4. Follow-up: thank you letters, hiring status
	5. Knowledge Check
5. **Professionalism and Employer Expectations** (20 minutes)
	1. The hiring process from the employer’s point of view
	2. Making a good impression – you represent MedCerts!
	3. Succeeding on the job
	4. Knowledge Check
6. **Job Search Plan** (20 minutes; much of the prep work done previously)
	1. Prepare a plan of action: targeted employers/clinical sites, timeline, finalized resume/cover letter, etc.
	2. Activity: Submit **Job Search Plan** (via a form that connects to Salesforce) – creates a task for EPRs?
	3. Employment Survey!

**Modules Complete!**

Contact a Career Coach with questions or schedule an appointment at any time!

**Career Success Training – completion badge**

**Formal process to opt out of the course (reasons: already employed versus just don’t want to do it)**

**Compare employment rates between students who complete course versus those who don’t**